

Technology Skills for Teachers – Fall 2009 edition

Basic computer use

1. *manage files in folders on multiple storage locations* (network, CD, USB drives)
 - a. generate shortcuts to collections of student network folders
 - b. archive data to external storage devices
 - i. burn CDs
 - ii. copy to/from USB external drives
 - c. use of share network folders
2. *transport data from multiple storage locations*
 - a. import pictures from camera flash cards to various storage locations
 - b. import audio from digital voice recorders
 - c. import video from digital camcorders

Productivity use

3. *use utilities to edit pictures, audio, and video*
 - a. crop, rotate, resize, compress pictures, batch process modifications
 - b. import clips, edit audio/video, convert and compress video
4. *integrate productivity tools*
 - a. mail merge using word processor and spreadsheet
 - b. text and pictures into desktop published newsletter
 - c. pictures, video, and sound into multimedia presentations
 - d. add hyperlinks within word processed document or multimedia presentation
5. *manipulate data using spreadsheets*
 - a. basic formulas to add numbers, use the “fill-down/right” command
 - b. create basic charts and modify data per “what if” scenarios
 - c. sort and filter data

Telecommunications use

6. *manage communication information*
 - a. create email folders for messages, create email rule filters
 - b. create email distribution lists of users
 - c. manage electronic calendar, check “free/busy” schedules of invitees
 - d. check public folders
 - e. conduct student email account projects with Gaggle.net
7. *publish web content*
 - a. HASD CMS with links, pictures, downloadable files, photo galleries
 - b. Publish video clips with TeacherTube, embed within HASD web page

Research use

8. *conduct searches*
 - a. Use Destiny to find LMC and electronic resources (web-links)
 - b. Use boolean logic and other sophisticated search functions

Assistive technology use

9. *use assistive technology resources to overcome disabilities*
 - a. Kurzweil for scan and read services, talking dictionary, audio files
 - b. word prediction with WordQ in all products